



DEPARTMENT OF THE ARMY

ST. PAUL DISTRICT, CORPS OF ENGINEERS

ARMY CORPS OF ENGINEERS CENTRE

190 FIFTH STREET EAST

ST. PAUL, MN 55101-1638

REPLY TO
ATTENTION OF

CEMVP-EE

1 August 2001

MEMORANDUM FOR All District Employees

SUBJECT: Policy Letter No. 02-4, Consideration of Others

1. A successful organization begins with its people. It is in every employee's interest to ensure a working environment that is conducive to fairness and equity for all. That is the purpose of the District's implementation of the Consideration of Others program; a program geared to assure that all people are treated with dignity and respect in the workplace.
2. The Consideration of Others program is focused on creating more cohesive work teams and enhancing work force productivity. It is designed to be proactive in nature and consists of three elements: education, ownership, and compliance. For education, each District employee will receive two hours of training, twice annually, related to the consideration of others and treating people with dignity and respect. Army and higher headquarters guidance, as well as employee feedback, district assessments, and current events will determine course topics.
3. In order for the concepts of consideration of others to become an integral part of the District's mission, it is necessary that we apply the principles to all parts of the way we do business. It cannot just be a training exercise. It is the responsibility of every employee to assure that there is no misperception as to the District's commitment to equal opportunity. The basic premise to this commitment is that we treat all people with dignity and respect without regard to race, color, sex, religion, national origin, age, or disability. Any type of harassment, prejudice, or discriminatory behavior that denies individual dignity is absolutely unacceptable.
4. While the Consideration of Others program will be managed by the EEO Office, each organizational unit will be responsible for executing the basic elements of the program, i.e., education, compliance, and ownership. As we continue to strive towards excellence, employees will be required to have better communication skills, to be more sensitive to, and value,

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diversity, and to be able to resolve conflict in the workplace. Consideration of others provides the mechanism for enhancing these skills and abilities. Please take advantage of it.

A handwritten signature in black ink, appearing to read "Robert L. Ball". The signature is fluid and cursive, with the first name "Robert" being more prominent than the last name "Ball".

ROBERT L. BALL
Colonel, Corps of Engineers
Commander